



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CHANGE 1
CAP REGULATION 35-5 (E)
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Personnel Procedures

CAP OFFICER AND NONCOMMISSIONED OFFICER APPOINTMENTS AND PROMOTIONS

CAP Regulation 35-5, 4 November 2001, is changed as follows:

Page-Insert Change.

Remove	Insert
7/8	7/8
9.10	9/10

Note: Shaded areas identify new or revised material.

c. Complete Level I of the Senior Member Training Program. Upon completion of Level I training, members are encouraged to enter an appropriate functional specialty track, but Level II training is not mandatory for promotion under this section. (It should be noted, however, that members promoted under these provisions will not be eligible for promotion above the grade of captain until they have achieved the appropriate skill level.)

d. Complete Cadet Protection Program training.

e. The member must also be certified by the unit commander as contributing his or her special skills to the mission of CAP and performing in an exemplary manner meriting promotion to the grade recommended.

f. Be recommended by immediate superior and unit commander.

g. After initial appointment, members may advance to the grades authorized for higher mission related skills as higher ratings are obtained without reference to time-in-grade upon recommendation by the unit commander.

22. Initial Grades. Members in this category will be enrolled initially as senior members without grade. However, immediately upon completion of Level I and Cadet Protection Program training, the unit commander may recommend the member for appointment to a grade commensurate with his or her special skill, as outlined in figure 5.

FAA/FCC Rating		Grade
	Pilots	
Private		2d Lt
Instrument or Commercial		1st Lt
CFI/CFII or ATP		Capt
	Maintenance	
A or P Mechanic		2d Lt
A&P Mechanic		1st Lt
A&P Mechanic w/Inspection Authorization		Capt
	Communicators	
General Radiotelephone Operators License		1st Lt
	Ground Instructors	
Basic Instructor		2d Lt
Advanced Instructor		1st Lt
Instrument Instructor		Capt

Figure 5. Grades Authorized for Mission Related Skills.

SECTION E -PROFESSIONAL APPOINTMENTS AND PROMOTIONS

23. General. This section prescribes the requirements and procedure for initial appointment and subsequent promotion of CAP members who serve as chaplains, moral leadership officers, health service personnel, legal officers, and professional educators serving as aerospace education officers. For the purpose of this regulation, the following definitions apply:

a. **Chaplain.** A CAP chaplain is an ordained, ecclesiastically endorsed clergyperson who possesses the qualifications set forth in CAPR 265-1 and who is appointed by the National Commander.

b. **Moral Leadership Officer.** A person meeting the requirements for appointment as outlined in CAPR 265-1 who is authorized to provide moral leadership training and non-chaplain professional support.

c. **Health Services Personnel.** A health professional/technician who possess the qualifications set forth in CAPR 160-1.

d. **Legal Officer.** A CAP legal officer is a licensed attorney authorized to practice law before the highest court of a state or the District of Columbia who possesses the qualifications set forth in CAPR 111-1.

e. **Aerospace Education Officers.** A CAP aerospace education officer is an officer serving in an aerospace education position at any level of CAP. For the purpose of promotion under the professional appointments method the aerospace education officer must also be fully certified as a professional educator (teacher, counselor, or administrator) by the state department of education in the member's state of residence or have served a college or university professor (full, associate or assistant) or other faculty member.

Grade	Chaplains (CAPR 265-1)	Moral Leadership (CAPR 265-1)	Health Service Personnel (CAPR 160-1)	Professional Educators (CAPR 111-1)	Legal Officers
2d Lt		60 hours of study beyond high school	Licensed practical or vocational nurse, paramedic, EMT or other health technician		
1st Lt	College degree, (practical experience)		Registered nurse, physician assistant or health professional with a bachelors or masters degree	Graduate of recognized college or university and certified by state department of education or a university professor or faculty member	
Captain	College degree and seminary		Licensed physician, dentist or other health professional with an earned doctorate degree in a health care discipline	Five years service as teacher, counselor, school administrator, college or university professor or other faculty member. Five years reduced to three with Masters degree	Licensed attorney appointed as legal officers
Major	College degree, seminary and an earned doctorate degree (or equivalent) with one year as captain		Licensed physician appointed unit health service program officer with one year as captain	Five years as professional educator and an earned doctorate degree with one year as captain	Ten years service as attorney with one year as captain

Figure 6. Grades Authorized for Professional Appointments and Promotions.

24. Training Requirements. Professional personnel must complete Level I and Cadet Protection Program training prior to appointment to CAP officer grade. Health Service personnel, legal officers, and professional educators serving as aerospace education officers are exempt from all other training requirements prescribed for promotion to additional grades. Completion of ECI Course 02210/CAPP 221 is required for all chaplain promotions after initial appointment. Chaplains are exempt from all other training requirements prescribed for promotion to additional grades.

25. Initial Appointment. Upon completion of Level I and Cadet Protection Program training, unit commanders may recommend health service personnel, legal officers, and professional educators serving as aerospace education officers for an appropriate grade commensurate with their CAP position (see figure 6) and professional qualifications as outlined below. Members applying and qualifying for the CAP chaplaincy will be appointed to an appropriate grade upon acceptance by National Headquarters. NOTE: Members in these categories who are members of the Armed Forces are also eligible for consideration to higher grades equivalent to their Armed Forces grade under the provision of paragraph 15 of this regulation. However in no case will the grade exceed lieutenant colonel.

a. Chaplains. Concurrent with appointment as chaplain in CAP, chaplains may be appointed to appropriate officer grades by National Headquarters, as follows:

1) 1st Lt. If the individual has a degree from a nationally accredited college (listed in the Higher Education Directory or recognized by the Armed Forces Chaplains Board), but does not have a seminary degree (or its equivalent). Member must present a resume of practical experience in lieu of seminary degree.

2) Captain. If the individual has both a college degree and a seminary degree or the equivalent of both. (Institutions must be Nationally accredited and listed in the Higher Education Directory or recognized by the Armed Forces Chaplains Board).

3) Major. If the individual has a college degree, a seminary degree, and an earned doctorate degree from Nationally accredited colleges and universities (institutions must be listed in the Higher Education Directory) and has served one year time-in-grade as a captain.

b. Moral Leadership Officers. Concurrent with appointment as a Moral Leadership Officer in CAP, the member may be appointed to the grade of second lieutenant.

c. Health Service Personnel. Upon successful completion of Level I and Cadet Protection Program training, unit commanders may initiate a CAPF 2 on health service personnel recommending appointment to an appropriate grade, as outlined below. The member's qualifications will be evaluated by the wing health service program officer, who will provide his or her comments and recommendations to the wing commander prior to approval. (Specific qualifications for medical personnel are outlined in CAPR 160-1.)

1) 2d Lt. Licensed practical or vocational nurse, paramedic, or other health technician.

2) 1st Lt. Registered nurse, physician assistant or other health professional with a bachelors or masters degree as outlined in CAPR 160-1.

3) Captain. Licensed physician, dentist, or other health professional with an earned doctorate degree in a health care discipline.

4) Major. Licensed physician appointed a unit health service program officer in accordance with CAPR 160-1 who has served one year time-in-grade as a captain.

d. Legal Officers. Upon successful completion of Level I orientation and Cadet Protection Program training, the unit commander may initiate a CAPF 2 on CAP legal officers recommending an appointment to an appropriate grade as outlined below. The member's qualifications will be evaluated by the wing legal officer who will provide his or her comments and recommendations to the wing commander prior to approval.

1) Captain. A licensed attorney appointed CAP legal officer in accordance with CAPR 111-1.

2) A licensed attorney appointed as CAP legal officer who has been engaged in the practice of his or her profession for at least 10 years since being admitted to practice and has served one year time-in-grade as captain.

e. Aerospace Education Officers. Upon successful completion of Level I and Cadet Protection Program training, the unit commander may initiate a CAPF 2 on qualified aerospace education officers, recommending appointment to an appropriate grade, as outlined below:

1) First Lieutenant. A professional educator who is a graduate of a recognized college or university and is certified by the state department of education or a university professor (full, associate or assistant) or other faculty member.

2) Captain. A professional educator who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member for a minimum of five years. The professional education service requirement is reduced from five years to three years for members with an earned masters degree.

3) Major. A professional educator with an earned doctorate degree who has served as a teacher, counselor, school administrator, college or university professor (full, associate or assistant) or other faculty member, for a minimum of five years and has served one year time-in-grade as a captain may be appointed to the grade of major.

26. Promotions.

a. After initial appointment, professional personnel may be eligible for future promotions by satisfying the requirements outlined in paragraph 11, except:

1) Health service personnel and legal officers are exempt from senior member training requirements after Level I and Cadet Protection Program training. Legal officers, however, must complete the National Legal Officers College prior to promotion to the grade of lieutenant colonel.

2) Professional educators serving as aerospace education officers are exempt from senior member training requirements after Level I and Cadet Protection Program training for the purpose of promotion under the professional promotion category, but are encouraged to complete all available aerospace education related training.

3) CAP chaplains must complete ECI Course 02210/CAPP 221 for all promotions after initial appointment through the grade of major. ECI Course 221A must be completed prior to promotion to the grade of lieutenant colonel. Additional related training is encouraged but not required for promotion.

4) After initial appointment, moral leadership officers must meet the regular senior member training and time-in-grade requirements to qualify for subsequent promotions.

5) Members may advance to the grades authorized as higher professional qualifications or experience are obtained (i.e., advanced degrees or years of continued professional experience) without reference to time-in-grade except the grade of major requires one year time-in-trade as a captain.

b. The promotion procedures outlined for senior members in paragraph 8 are applicable to professional personnel except that the wing health service program officer and wing legal officer will evaluate qualifications of their personnel (health service program officers and legal officers) prior to approval by the wing commander.

SECTION F- NONCOMMISSIONED OFFICER GRADES

27. General. This section prescribes the requirements and procedures for appointment to CAP noncommissioned officer (NCO) grades.

28. Eligibility requirements.

a. Only those CAP members who are military or ex-military NCOs and do not wish to be considered for CAP officer grades may be appointed to a CAP NCO grade under provisions of this section. The CAP grade granted will be equivalent to the grade held in the active duty military, Reserve or National Guard.

b. The member must also have completed Level I and Cadet Protection Program training of the Senior Member Training Program.

29. Procedures. Members who meet the eligibility requirement outlined above may assume a CAP NCO grade equivalent to their military grade upon presentation of documentation to the unit commander (a copy of DD Form 214, military identification card, or promotion order showing the grade requested is considered sufficient). The CAPF 2 will be annotated to reflect the NCO grade authorized and forward this form to National Headquarters for recording. The member is authorized to wear the grade on the CAP uniform as soon as verification of the military NCO grade is received.

SECTION G - FLIGHT OFFICER GRADES

30. General. Only senior members under 21 years of age will be appointed to or promoted to the flight officer grades. This category is designed as a transition for cadets transferring to senior member status and for those senior members who are otherwise eligible for CAP officer grade except that they have not yet reached the minimum age of 21. Upon reaching age 21, the member will be appointed to an appropriate officer grade or will be classified as a senior member without grade until he or she is eligible for promotion to officer grade. NOTE: See figure 2.

31. Authorized Grades. Authorized grades in this category are flight officer (FO) technical flight officer (TFO) and senior flight officer (SFO). There is no limit to the number of members who may be promoted to the grade of flight officer in a unit. Promotions should be based upon the requirements of the unit and qualifications of the member.

32. Promotion Authority. Each commander (region, wing, group, squadron) is the promoting authority for senior members assigned to his/her unit.

33. Promotion Eligibility Requirements.

a. General.

1) Age. To qualify for promotion to flight officer grade, individual must be at least 18, but not yet 21.

2) Training. Members must complete Level I and Cadet Protection Program training of the Senior Member Training Program to qualify for promotion to flight officer grades. NOTE: Former CAP cadets who have earned the Billy Mitchell Award or higher and apply for senior membership within two years of their cadet membership expiration date are exempt from Level I training requirements.

3) Leadership qualities. Individuals recommended for promotion to flight officer grade must be occupying positions of supervision or leadership within the unit.

b. **Requirements for Specific Grades.** Minimum skill levels and time-in-grade requirements for promotion to flight officer grades are outlined in figure 7.

PROMOTION TO	MINIMUM SKILL LEVEL	TIME-IN-GRADE
FO	Level I	3 months as member
TFO	Tech Rating (Specialty Track)	6 months as FO
SFO	Level II	12 months as TFO

Figure 7. Minimum Skill Levels and Time-In-Grade Requirements for Promotion to Flight Officer Grades.